



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361-0001

IN REPLY REFER TO
NAVAIRINST 12400.1
AIR-7112
4 Jan 89

NAVAIR INSTRUCTION 12400.1

From: Commander, Naval Air Systems Command

Subj: CIVILIAN MATERIEL PROFESSIONAL (CMP) CAREER PROGRAM

Ref: (a) Public Law 99-145, "FY 1986 Defense Authorization Act"
(b) DOD Directive 5000.23 of 9 Dec 86
(c) SECNAVINST 1040.1
(d) SECNAVINST 12400.7

Encl: (1) Civilian Materiel Professional (CMP) Career Program
Implementation
(2) Civilian Materiel Professional (CMP) Management
Competencies

1. Purpose. To establish the Civilian Materiel Professional (CMP) Career Program within the Naval Air Systems Command (NAVAIR). The program will provide a systematic approach to the identification of CMP billets and to the development and certification of CMP's. The ultimate purpose is to enhance materiel readiness through cost effective and efficient acquisition and to promote the highest ethical standards in acquisition management.

2. Scope. This instruction applies to the Naval Air Systems Command Headquarters (NAVAIRHQ) and its field activities.

3. Background. Reference (a) directed each military department to establish education, training, and experience requirements for personnel assigned to major acquisition management positions. References (b), (c), and (d) establish materiel professional (MP) career programs for military and civilian personnel. Enclosure (1) of this instruction implements the civilian MP program within NAVAIR. A listing of NAVAIR CMP positions will be promulgated separately.

4. Policy. The CMP Career Program will provide key NAVAIR managers with a broad and balanced foundation in acquisition management. It incorporates education, training, experience and performance requirements consistent with references (a) through (d). The program includes designation of CMP positions, the development and certification of civilian MP's, assignment of certified individuals to newly vacant CMP positions, and continuing development of the CMP work force. This program will be integrated with the Senior Executive Management Development Program (SEMDP) but will not be limited to members or graduates of SEMDP.

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5. Responsibilities

a. The Commander, Naval Air Systems Command, is responsible for overall program direction and assessment. Authority to designate CMP positions, certify CMP's, grant waivers to CMP qualification requirements, and stipulate required training for incumbents is delegated to the Deputy Commander (AIR-07) or, with the non-availability of AIR-07, to the NAVAIR Acquisition Executive and Deputy Commander for Operations (AIR-01).

b. The Director, Naval Aviation Executive Institute (NAEI, AIR-7112) is responsible to the Director, Corporate Management Directorate (AIR-71) for command-wide management and implementation of the program. In addition, AIR-7112 is responsible for coordinating NAVAIRHQ implementation.

c. Heads of NAVAIR field activities are responsible for implementing this program in their respective activities.

6. Action

a. NAVAIRHQ and NAVAIR field activities will implement the CMP Career Program as directed in enclosure (1).

b. All NAVAIR field activities with designated CMP positions will submit incumbent qualifications via NAEI for review by AIR-07 using form NAVAIR 12400/9, Civilian Materiel Professional (CMP) Qualification Summary within 60 days of the date of this instruction. Enclosure (1), Attachment A contains a sample of this form.

7. Reports. Report symbol OPNAV 12400-2 applies to the reporting requirement in paragraphs 4.a and 5.a of enclosure (1). This report is approved until 19 January 1991.

8. Forms. The forms listed below are available from AIR-7112. Sample forms are provided in enclosure (1).

a. NAVAIR 12400/9, Civilian Materiel Professional (CMP) Qualification Summary.

b. NAVAIR 12400/10, Civilian Materiel Professional (CMP) Position Request.

c. NAVAIR 12400/11, Civilian Materiel Professional Career Program Individual Development Plan.

d. NAVAIR 12400/12, Civilian Materiel Professional (CMP) Program Request for Waiver.

e. NAVAIR 12400/13, Part I Annual Civilian Materiel Professional (CMP) Report (Current Incumbents in CMP Positions).

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f. NAVAIR 12400/13A, Part II Annual Civilian Materiel Professional (CMP) Report (CMP Certified Employees).

g. NAVAIR 12400/13B, Part III Annual Civilian Materiel Professional (CMP) Report (CMP Candidates).

h. NAVAIR 12400/13C, Part IV Annual Civilian Materiel Professional (CMP) Report (Status of Required Development of CMP Waivered Appointees and Incumbents).



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CIVILIAN MATERIEL PROFESSIONAL (CMP)
CAREER PROGRAM IMPLEMENTATION

1. Position Designation. NAVAIRHQ, AIR-07, designates CMP positions based on recommendations from the heads of NAVAIR field activities and NAVAIRHQ group heads. CMP positions will be at the GM-14/15 or Senior Executive Service level and will involve major responsibility for the direction or support of acquisition programs. NAEI will promulgate a listing of current NAVAIR CMP positions. Other MP billets currently or customarily encumbered by military personnel may be designated as CMP billets when encumbered by a civilian. Heads of NAVAIR field activities and NAVAIRHQ group heads may recommend new CMP positions using form NAVAIR 12400/10 Civilian Materiel Professional (CMP) Position Request. Attachment B of this enclosure contains a sample of this form. However, it is expected that there will be few additions to the current list. Activity heads may recommend the removal of CMP designation if warranted by changing mission responsibilities. Removal of CMP designation must be approved by AIR-07.

2. CMP Qualification Standards. The 14 management competencies that provide the framework for the CMP program are listed in enclosure (2) of the basic instruction. CMP qualification standards are based on these competencies. Individuals at the GS/GM-14 level or higher may be certified as CMP's based on education, training, experience and performance.

a. The basic educational requirement is completion of the Program Management Course at the Defense Systems Management College.

b. Training requirements include 80 hours of federal civilian personnel management training as well as the following NAEI seminars or equivalents approved by the Director, NAEI:

- (1) Executive Leadership and Career Development.
- (2) Contemporary Management Issues and Practices.
- (3) The Politics of National Security.

c. Experience requirements include:

- (1) A minimum of 2 years in a procurement command.
- (2) A total of 8 years of acquisition-related experience that includes at least three of the following functional areas: engineering, logistics, contracting, financial management, resources management, research and development, test and evaluation, technical management, or program management. Alternately, experience in a single functional area may be credited as two "distinct" experiences if it occurred in different organizational

Encl (1)

environments such as a field activity, Navy laboratory, or another systems command, the Office of the Chief of Naval Operations (OPNAV), the Office of the Secretary of the Navy (SECNAV), industry, Capitol Hill, or active duty military service.

Example: 3 years experience as a logistics manager at the Naval Avionics Center.
3 years as a logistics manager at NAVAIRHQ.
2 years as a program manager at NAVAIRHQ.

Example: 2 years active duty military experience in weapons test and evaluation.
2 years as a contracting officer at a Naval Plant Representative Office.
4 years as a contracting officer at the Pacific Missile Test Center.

d. Individuals must exhibit fully satisfactory performance and the highest ethical standards to obtain and retain CMP certification.

3. Certification of Civilian Materiel Professionals. The NAVAIR pool of CMP's will be formed from current incumbents, SEMDP participants who complete the CMP concentration, and other mid-career employees who meet the qualification standards and petition for certification. CMP's will represent a variety of backgrounds including engineering, research and technology, procurement, logistics, business and financial management, quality assurance, program management, and test and evaluation.

a. Incumbents. Incumbents of CMP positions at NAVAIRHQ have submitted qualifications for review. Incumbents of NAVAIR field activity CMP positions will submit a summary of their qualifications via NAEI for review by AIR-07 within 60 days of the date of this instruction using form NAVAIR 12400/9. Incumbents will be rated by AIR-07 as "Certified" or "Further development required." Activities will provide full support to incumbents in completing requirements. Form NAVAIR 12400/11, Civilian Materiel Professional Career Program Individual Development Plan shall be used to outline required development. Attachment C of this enclosure contains a sample of this form. When the prescribed development is completed, incumbents will be awarded full certification.

b. Senior Executive Management Development Program. A CMP concentration is available within the SEMDP. Individual development plans of members who are pursuing CMP certification will reflect the 14 competencies listed in enclosure (2) as well as all training and experience required for certification. (The first 12 competencies are core SEMDP competencies). Employees who complete the CMP concentration in the SEMDP and who have attained the grade of GS/GM-14 or higher can petition for certification using form NAVAIR 12400/9.

c. Other Mid-career Candidates. Employees who are not in the SEMDP may pursue parallel activities leading to CMP certification. Form NAVAIR 12400/11 will be used to outline required development. Individuals at the GS/GM-14 level or higher who meet the standards in paragraph 2 of this enclosure can petition for certification using form NAVAIR 12400/9.

4. Appointment to CMP Positions

a. Recruitment and Appointment. CMP position descriptions will include MP qualification requirements in addition to other qualification requirements. Examples are "knowledge of DoD/DoN acquisition management policy and procedures," "ability to plan, direct, control, and evaluate an acquisition program," and "knowledge of business management." Each position will have a crediting plan that allows crediting of CMP qualifications as well as technical qualifications established by the Office of Personnel Management (OPM). Vacancy announcements will specify, "This is a CMP designated position. A noncertified applicant can be selected only if a waiver is granted by the Deputy Commander (AIR-07)." Announcements will also reflect the MP qualification requirements. Noncertified employees can apply for CMP positions though certified and noncertified employees will be rated according to the same crediting plan. Selecting officials can obtain a current list of certified NAVAIR CMP's from NAEI. Heads of NAVAIR field activities and NAVAIRHQ group heads will report all appointments to CMP positions to NAEI via memorandum. Per reference (d), certifications from other commands will be accepted when considering candidates for CMP positions.

b. Waiver Policy. If the selecting official believes that a noncertified applicant is the best qualified, the selecting official must submit form NAVAIR 12400/12, Civilian Materiel Professional (CMP) Program Requested for Waiver to NAEI via the chain of command. Attachment D of this enclosure contains a sample of this form. A noncertified applicant can only be appointed if a waiver is granted by AIR-07 or, with the non-availability of AIR-07, AIR-01. A noncertified appointee will be required to pursue CMP education, training, or development after assuming the position. Form NAVAIR 12400/11 will be used to outline required development and accomplishment of these activities will be reflected in the appointee's performance plan. It is expected that some waivers will be necessary during the early stages of the program.

5. Program Assessment

a. Annual CMP Report. Each activity will maintain a listing of current incumbents of CMP positions, CMP certified employees, CMP candidates and their positions, and the status of required development of CMP-waivered appointees and incumbents. This information will be updated and submitted to NAEI by 15 October each year covering the previous fiscal year, using forms NAVAIR 12400/13, Part I Annual Civilian Materiel Professional (CMP)

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Report (Current Incumbents in CMP Positions); NAVAIR 12400/13A, Part II Annual Civilian Materiel Professional (CMP) Report (CMP Certified Employees); NAVAIR 12400/13B, Part II Annual Civilian Materiel Professional (CMP) Report (CMP Candidates); NAVAIR 12400/13C, Part IV Annual Civilian Materiel Professional (CMP) Report (Status of Required Development of CMP Waivered Appointees and Incumbents). Attachment E of this enclosure contains a sample of these forms. Each activity will also conduct an annual review of CMP position requirements. Requests to add or delete positions will be submitted to NAEI using form NAVAIR 12400/10.

b. NAEI Assessment. NAEI will compile an annual assessment of the CMP program for review by AIR-07. The assessment will address position structure, development and utilization of CMP's, and continuing professional development. Authority to approve program changes resides with AIR-07. NAEI will address the SECNAV reporting requirements established in reference (d).

c. NAEI will provide other assessment and program support to AIR-07 as requested.

CIVILIAN MATERIEL PROFESSIONAL (CMP) QUALIFICATION SUMMARY

- ☐ Level I Incumbent
☐ Petition for Certification
☐ CMP Concentration (SEMDP)

NAME: _____ AIR CODE: _____ POSITION TITLE: _____

SERIES/GRADE: _____ SOCIAL SECURITY NUMBER: _____ TELEPHONE: _____

ARE YOU A MEMBER OF THE SENIOR EXECUTIVE MANAGEMENT DEVELOPMENT PROGRAM?

☐ YES ☐ NO ☐ GRADUATE

FORMAL EDUCATION

INSTITUTION	DATES ATTENDED	MAJOR AREA OF STUDY	CREDIT HOURS COMPLETED	DEGREE AWARDED
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SAMPLE

EXPERIENCE

(Please begin with current position and provide information for each position. If additional space is required, submit information on white paper.)

ORGANIZATION	POSITION TITLE	CODE	SERIES/GRADE	DATES HELD
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BRIEF DESCRIPTION OF DUTIES:

EXPERIENCE (CONTINUED)

TRAINING AND DEVELOPMENT

<u>COURSE TITLE</u>	<u>SOURCE</u>	<u>LENGTH</u>	<u>DATES ATTENDED</u>
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SIGNATURE

CMP APPLICANTS AND PETITIONING EMPLOYEES MUST ATTACH MOST RECENT PERFORMANCE APPRAISAL

PRIVACY ACT STATEMENT: Sections 4101 to 4118 of Title 5 U.S. Code provide the authority for requesting this information. Failure to provide the requested information may prevent your nomination from being considered for executive development programs sponsored by the Naval Aviation Executive Institute. Your social security number will be used for record identification purposes only.

CIVILIAN MATERIEL PROFESSIONAL (CMP) POSITION REQUEST

ACTIVITY Name: _____

Organization Name and Code: _____

Position Title-Series-Grade: _____

Name of present incumbent (if any): _____

Action requested: _____ Designate a CMP position

_____ Remove CMP designation from position

Provide justification for proposed action:

SAMPLE

NOTE: ATTACH COPY OF POSITION DESCRIPTION

Requested by (type or print): _____
Name Title

Signature: _____
Date

PART I ANNUAL CIVILIAN MATERIEL PROFESSIONAL (CMP) REPORT (CURRENT INCUMBENTS IN CMP POSITIONS)					
Activity Name _____ Date _____ Report Prepared by _____ Duty Phone _____					
POSITION TITLE	SERIES/GRADE	ORG CODE	INCUMBENT NAME	DATE ASSIGNED (MO./YR.)	CMP CERTIFIED?
<div style="font-size: 100px; opacity: 0.3; transform: rotate(-15deg); pointer-events: none;">SAMPLE</div>					

PART II

ANNUAL CIVILIAN MATERIEL PROFESSIONAL (CMP) REPORT
(CMP CERTIFIED EMPLOYEES)

Activity Name

Date: _____

Report Prepared by

Duty Phone

NAME	POSITION TITLE	ORG CODE	SERIES/GRADE	EMPLOYMENT STATUS*
SAMPLE				

*Incumbent of CMP position; incumbent of non-CMP position; retired; separated; etc.

* Incumbent of CMP position; incumbent of non-CMP position; retired; separated; etc.

(CMP CANDIDATES)

Duty Phone

SAMPLE

NAVAIR 124(X)/133 (11-83)

PART IV

ANNUAL CIVILIAN MATERIEL PROFESSIONAL (CMP) REPORT

(STATUS OF REQUIRED DEVELOPMENT OF CMP WAIVERED APPOINTEES AND INCUMBENTS)

Activity Name

Date _____

Report Prepared by

Duty Phone

NAME

**POSITION TITLE/SERIES
AND GRADE**

ORG CODE

DEVELOPMENTAL
ACTIVITIES
COMPLETED

**DEVELOPMENTAL
ACTIVITIES NOT
COMPLETED AND
ESTIMATED DATE
OF COMPLETION**

Attachment E
Encl (1)

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CIVILIAN MATERIEL
PROFESSIONAL (CMP)
MANAGEMENT COMPETENCIES

1. Assemble, develop and direct an effective staff.
2. Interact effectively with all levels of management, employees, employee groups, and outside organizations.
3. Solicit and utilize feedback constructively.
4. Communicate effectively.
5. Develop and exercise a self-development program.
6. Determine plans and establish goals and objectives.
7. Make sound and timely decisions.
8. Optimize the use of resources.
9. Create an organizational climate which results in a motivated work force.
10. Factor social, economic, and political conditions into decisionmaking.
11. Develop and exercise a corporate outlook and approach.
12. Judge the technical accuracy and approach in a technical specialty (science, engineering, procurement, etc.).
13. Integrate DoD and DoN systems acquisition policy and operations.
14. Understand business and financial management systems and principles and apply appropriate techniques.

Encl (2)

CIVILIAN MATERIEL PROFESSIONAL CAREER PROGRAM INDIVIDUAL DEVELOPMENT PLAN

<u>ACTIVITY</u>	<u>SCHEDULED DATE</u>
<input type="checkbox"/> Program Management Course Part I (DSMC)	
<input type="checkbox"/> Program Management Course Part II (DSMC)	
<input type="checkbox"/> Executive Refresher Course (DSMC)	
<input type="checkbox"/> Executive Leadership and Career Development (NAEI)	
<input type="checkbox"/> Contemporary Management Issues & Practices (NAEI)	
<input type="checkbox"/> Politics of National Security (NAEI)	
<input type="checkbox"/> Federal Personnel Management Courses (List Course Titles and Hours)	
<input type="checkbox"/> Other	

Supervisor _____
Signature Date

Incumbent _____
Signature Date

CMP Program
Manager _____
Signature Date

**A CHECKMARK INDICATES PROGRAMS THAT NEED TO BE COMPLETED
PRIOR TO CMP CERTIFICATION**

CIVILIAN MATERIEL PROFESSIONAL (CMP) PROGRAM REQUEST FOR WAIVER

POSITION TITLE: ..

CODE: ..

This is a designated Civilian Materiel Professional (CMP) position. The individual listed below has been recommended for this position but does not meet the requirements for CMP certification. A waiver is requested based on the following justification.

Name of Individual:

Justification for Waiver:

SAMPLE

Required Development:

☐ APPROVED

☐ DISAPPROVED

Selecting Official

AIR-07 or AIR-01